

**Scottish Children's Reporter Administration
Minutes of SCRA Board Meeting held on
Thursday 19th March 2009 at Enterprise House, Stirling**

Present: Douglas Bulloch (Chair)
Anne McNeill (Deputy Chair)
Pamela Bowman
Malcolm Dickson
Andrew Miller
Joe Morrow (Items 1-6)
Margaret Wells
Netta Maciver (Principal Reporter/Chief Executive)

In Attendance: Eddie McConnell, Director of Corporate Development
Maggie McManus, Director of HR
Ed Morrison, Director of Finance
Janis McDougall (Minutes)

		Timescale	Action
1.	<p>Update</p> <p>Netta Maciver</p> <ul style="list-style-type: none"> • has been invited to join the Justice Department's Offender Management Delivery Programme Board • is now an advisor to the Convention of Scottish Local Authorities (COSLA) Children and Families Committee <p>Joe Morrow</p> <ul style="list-style-type: none"> • is due to attend the opening of the International Centre for Rural Children's Studies at Perth College <p>Andrew Miller</p> <ul style="list-style-type: none"> • referenced the recent positive meeting of the COSLA Children and Families Committee (also attended by Netta Maciver) • West Lothian Council recently hosted a local event on corporate parenting 		
2.	<p>Minutes of Meeting held on 29th January 2009</p> <p>The minutes were agreed as a correct record.</p>		

		Timescale	Action
3.	<p>Matters Arising</p> <p>None</p>		
4.	<p>Audit Committee of 10th February 2009</p> <p>Joe Morrow, Chair of Audit Committee introduced this item.</p> <p>Approved: The Audit Committee Minute of 10th February 2009.</p>		
5.	<p>Planning and Performance Committee of 5th March 2009</p> <p>Margaret Wells, Chair of Planning and Performance Committee spoke to the minute and confirmed, in particular, that there had been a full discussion on the Organisational Performance Report and issues arising from the recent HMle Inspection Reports for Moray and Aberdeen.</p> <p>Noted: HMle Child Protection Reports – City of Aberdeen and Moray</p> <p>(1) The assurance provided in the report prepared by the Director of Reporter Operations that performance improvements are underway and will continue to be monitored.</p> <p>(2) The Planning and Performance Committee will consider the report in full at its next meeting</p> <p>(3) The Chairs of Planning & Performance and Audit Committees will discuss arrangements to link issues which cover both practice audit and performance and update the Board as appropriate. Malcolm Dickson will take a particular interest on behalf of the Board in relation to inspection matters.</p> <p>Approved: The Planning and Performance Committee minute of 5th March 2009.</p>	<p>July 09</p>	<p>TP</p>

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6.	<p>SCRA Business Plan 2009/10</p> <p>The Director of Corporate Development introduced this item advising that the plan has been developed in accordance with Scottish Government Guidance to public bodies on developing an outcomes based approach and in line with SCRA's own Planning and Performance Management Framework.</p> <p>Noted:</p> <p>(1) The Plan is focused on SCRA's three core programmes of work: driving improvements in service quality and practice; progressing the modernisation agenda; and transitioning SCRA to new arrangements for the Children's Hearings System.</p> <p>Agreed:</p> <p>(1) To approve the Business Plan for 2009/10 and to remit to the Chair and the Executive Management Team responsibility for finalising the plan ahead of its submission to the Scottish Government for Ministerial approval.</p> <p>(2) An issue to be flagged up with Scottish Government under the transition agenda is that key performance indicators in relation to children and families should be about better outcomes for children rather than solely process/timescale measures.</p>	<p>March 09</p>	<p>DB/NM</p> <p>NM</p>
7.	<p>Draft Revenue Budget Plans 2009/10</p> <p>The Director of Finance spoke to the report which sought approval of the revenue budget for 2009/10.</p> <p>Noted:</p> <p>(1) A robust challenge and review exercise has delivered a budget that is aligned to available resources and 2009/10 known business priorities.</p> <p>(2) As business programmes progress there will likely be a need to consider re-allocation of budget at the mid-point of 2009/10.</p> <p>(3) The staff budgets are consistent with the revised establishment detailed in the report with a protocol for tracking and reporting changes to establishment now in place.</p> <p>(4) The progress with the capital budget for 2009/10 and 2010/11.</p> <p>Agreed:</p> <p>The draft revenue budget for 2009/10.</p>		

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8.	<p>Scheme of Budget Delegation/Capital Approvals</p> <p>The Director of Finance introduced this report referencing that as a result of changes to capital approval limits introduced by the Finance Secretary in 2008/09, SCRA has reviewed the relevant sections of its Financial Memorandum and Schedule of Delegated Authority.</p> <p>Agreed:</p> <p>(1) The proposal to change the capital expenditure limit in the Financial Memorandum from £100k to £249k.</p> <p>(2) To approve the changes to the Schedule of Delegated Authority to delegate to the Principal Reporter/Chief Executive, in consultation with the Chairman, approval of capital projects up to £249k.</p>		EM
9.	<p>Third Quarter Organisational Performance Report: (1st October 2008-31st December 2009) Executive Summary</p> <p>Noted:</p> <p>The full Organisational Performance Report was considered in detail at the recent Planning and Performance Committee.</p> <p>Agreed:</p> <p>Subject to minor amendment, to approve publication of the Executive Summary of the third quarter Organisational Performance Report for 2008/09 covering the period 1st October 2008 to 31st December 2008.</p>	Immediate	EMcC
10.	<p>Report on Non-disclosure Breaches</p> <p>The Director of Corporate Development spoke to the report.</p> <p>Noted:</p> <p>(1) The formal submission to the Information Commissioner in relation to the breaches of non-disclosure orders first reported to the Information Commissioner in December 2008.</p> <p>(2) The updated position in relation to the eight breaches reported in 2009 (the one attributable to SCRA is the subject of a full internal investigation).</p>		

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	<p>(3) The Information Working Group is due to complete its work in June 2009.</p> <p>(4) The final report of the Group, which will include protocols agreed with partners, will be presented to the Board in June 2009.</p>		
11.	<p>Programme of Board Meetings 2009/10</p> <p>Noted: The programme of meetings has been aligned to timescales for (1) approval of the Annual Report, Corporate Plan and Annual Accounts as detailed in SCRA's Framework Documents and (2) the Quarterly Performance Management cycle.</p> <p>Agreed: The programme of Board and Sub-Committee meetings from April 2009 to July 2010.</p>		
12.	<p>People Strategy 2009-11</p> <p>The Director of HR spoke to this report which detailed the People Strategy for SCRA to meet the organisation's need for a skilled, effective and motivated workforce to deliver corporate objectives.</p> <p>Noted: The strategy will support the demands of the three Programmes: Modernisation, Transition and Service Delivery.</p> <p>Agreed: To approve SCRA's People Strategy 2009/11.</p>		
13.	<p>Media Update</p> <p>The Director of Corporate Development introduced this item and updated members on recent media coverage.</p> <p>Noted</p>		

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14.	<p>Procurement</p> <p>The Director of Finance spoke to the report which provided an update on procurement activity,</p> <p>Noted:</p> <p>(1) A clear strategy is in place for all national contracts and the Procurement Office is working closely with functional leads to ensure the procurement exercises are concluded in the agreed timeframes.</p> <p>(2) Longer terms plans will be developed to ensure procurement contributes to SCRA's efficiency agenda as well as development of a sustainable long term approach by transferring knowledge and working with others to put in place robust systems and processes.</p>		EM
15.	<p>Developing the Children's Hearings System</p> <p>Noted:</p> <p>Ministerial announcement still awaited.</p>		
16.	<p>Health & Safety</p> <p>Noted:</p> <p>(1) There have been two reportable incidents and all necessary actions are underway.</p> <p>(2) Activity is continuing to pro-actively raise health and safety issues.</p>		
17.	Date of Next Meeting: 30th April 2009		